

1. Introduction

Startup:

This guide contains information for delivery of EDI formatted Royalty Reports using a VAN delivery system. Work is being done on establishing Internet based reporting via email in a secured format. Updates on this option will be provided as details are worked out.

Lessees and Operators may begin reporting in the new formats immediately. No paper versions of the new reports need be prepared. All new Royalty Reporting forms should be delivered in one of two formats, 1) either as an EDI formatted file, or 2) as an Excel spreadsheet in the proprietary format provided to each lessee.

These instructions direct Lessees and Operators to prepare for EDI formatted reporting of the new Alaska Oil and Gas Royalty Reports. As an interim step, reporters are allowed to send reports prepared in the new format as Excel spreadsheets as Email attachments to establish a better understanding of the new reporting requirements and in preparation for converting to an EDI format.

Implementation Schedule:

Following participation in an introductory meeting, each lessee must choose the procedure it plans to follow and establish an implementation schedule. The implementation schedule should include dates for the following:

- a. Preliminary Testing:
 Email (If Chosen)
 EDI
- b. Formal Testing:
 Email (If Chosen)
 EDI
- c. Defining Reporting Requirements to be Included in the Electronic Commerce Agreement (ECA).
- d. Completing An ECA
- e. Full Implementation:
 Email (If Chosen)
 EDI
- f. Phase Out of Paper Reports

Future Work:

Future work is planned for consolidating production reporting in one statewide oil and gas production report. Data requirements, reporting formats and a schedule have not been completed at the time of this publication. More information will be made available as the work is completed.

2. Electronic Delivery Alternatives

Proprietary Spreadsheet Formats:

The rest of this Appendix deals with details for delivering EDI formatted data. For lessees choosing to phase into reporting the new formats as Excel spreadsheet the following provides some specific guidelines for delivering spreadsheet formatted reports as Email attachments.

Report Format

Each company has received electronic files in Excel spreadsheet format of the Royalty Operator, Royalty Valuation, and Royalty Payment Summary Reports for all Accounting Units. The examples should help reporters to transition from the old Royalty Report form to the new Royalty Report forms.

These file examples are the proprietary formats a lessee must use when filing in a spreadsheet format. The proprietary formats must be used when reporting the Royalty Report forms presented in these instructions in a spreadsheet format. If questions arise on the formats due to changes in the reporting requirements contact DNR-O&G for assistance.

Each report must either be a separate file, or a separate sheet within the Excel workbook containing multiple reports within one file. Royalty Operator reports must be sent in separate files from Royalty Valuation reports. The Royalty Payment Summary report must be sent in its own file. Appendix D-3 provides additional information for the file naming convention to be used when filing spreadsheet formatted Royalty Reports as Email attachments.

Email Delivery

Royalty Report Files sent as Email attachments must be delivered to the following Email address:

royalty_report@dnr.state.ak.us

Specifications for providing a secure password and authentic signature (Authorized Signature) will be established in each lessee's ECA.

VAN Setup:

Each lessee must provide the Value Added Network connect information if VAN connects are to be used in delivering your Electronic files.